

83148313 (NC)**HUMAN RESOURCES DEPARTMENT****CLASSIFICATION SPECIFICATION**

TITLE: **SENIOR INTERNAL AUDITOR**
SENIOR INTERNAL AUDITOR (NON-CLASSIFIED)*

DEFINITION

Under general supervision, to plan and conduct professional performance, compliance, operations and program audits of various City Departments; extract and analyze data from internal systems/databases; develop and maintain audit software and audit programs; prepare audit documents and reports; and to do related work as required.

*Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Internal Audit Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Internal Audit Manager. May exercise lead assignment authority over para-professional and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Perform general and application control reviews for simple to complex computer information systems.
- Prepare information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery and system maintenance.
- Direct and/or perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintain and develop computerized audit software.
- Prepare audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audits and conclusions.
- Prepare and present written and oral reports and other technical information in a pertinent, concise and accurate manner for distribution to management.
- Consult with and advise managers and administrators on various operational issues related to computerized information systems, and on general business operations as needed.
- Follow up on audit findings to ensure that management has taken corrective action(s).
- Coordinate and interact with external auditors, management and administrators as appropriate; may be required to testify in court.
- Assist and train other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.

- Maintain a broad knowledge of state-of-the-art technology, equipment and/or systems.
- Conduct operational, compliance, financial and investigative audits as assigned.
- Act as backup to the administration of the auditing units' LAN.

QUALIFICATIONS

Knowledge of:

- Federal, State and local laws governing audit procedures.
- Generally accepted auditing and accounting standards, methods and practices.
- Skills in oral and written communications.

Ability to:

- Recognize and identify risk and potential problems.
- Solve problems by selecting a solution among several alternative.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelors Degree from an accredited college or university in accounting or a closely related field. Certification as an Internal Auditor, Certified Fraud Examiner, Certified Governmental Auditing Professional or Public Accountant is highly desirable.

Experience: Three years of full-time experience conducting performance, compliance, operations or program audits in accordance with professional auditing standards. Three years experience in auditing in a public or private industry, plus a minimum of two years of supervisory experience. Prior experience auditing local governments is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Internal Auditor

TO: Internal Audit Manager